



Illinois JobLink



Self-Service & Staff Assisted Reference Guide for Employers

How to Open an Employer Account, Post Job Openings,
& Conduct Searches for Qualified Employees Online Using

— **IllinoisJobLink.com** —

User Name _____ Password _____
My Local Contact for System Service is _____
Phone # _____ Email: _____

ILLINOISJOBLINK.COM EMPLOYER REFERENCE GUIDE

Internet Entry

Effective November 27th, 2014, these are the **new** step-by-step guidelines you will need to register and manage your company's or institution's profile, post your job openings online, and conduct your own search (and save matching resumes) for the most qualified candidates using **IllinoisJobLink.com (IJL), Version 13.0**, the Illinois Department of Employment Security's (IDES) labor exchange system. This serves as a reference guide in case you have any questions on how or why to complete an activity and you should use it to register for the first time or whenever you reenter the system to post a job or search for resumes. Hopefully, it will answer all your questions.

The guidelines tell how to search through resumes and receive e-mail updates on new job seeker resumes, as well as how to select the system's O*NET (Occupation Network) "talents" you prefer qualified candidates have to match to your job openings. It is suggested you follow these directions **very carefully** to maximize your matching potential to the best candidates. Remember that IJL is a system designed for ALL job openings. The guide is designed in a checklist format to check off steps as you complete if you wish. To make your search easier, it is suggested you have your job openings and descriptions at hand to transfer (copy & paste) your information to IllinoisJobLink.com more easily. **JOB ORDERS SHOULD BE ENTERED BY THE DECISION MAKER INVOLVED IN CONVERTING A JOB DESCRIPTION TO O*NET TALENTS.**

- If you are a returning user, Reentry shortcut instructions are near the top of page 8 in RED, BOLD CAPS.
- If this is your first time using IJL, and in order to get a sense of what you can accomplish, you may begin by using the Quick Resume Search option to get a brief view of matching candidates.

QUICK RESUME SEARCH OPTION FOR QUALIFIED CANDIDATES

1. Go to IllinoisJobLink.com
2. Click on the *Learn More* button under **Ready to Hire Someone?**
3. Move the cursor over the **Employers** link in the left column and select the **Quick Resume Search** link to the right.
4. Leave the **Keyword Match** radio button defaulted to **Any**.
5. Enter **one or more key words from the job title or description** in the KEYWORD Box.
6. And click on the **Search** button at the bottom of the page.

If you are interested in continuing to contact any of the qualified candidates listed, click on the blue Job Title next to #1 and begin your registration ...**sign up for a new account**.

That takes you to the Employer Use Policy page. After reading, click on **I Accept** at the bottom of the page.

New Account Creation for Employer

- Enter a Username that is easy for you to remember that does not contain spaces or special characters but has 6 to 20 characters. *It may be advisable that you print out these instructions and write down your user name, password, and your local IJL contact's name (if you have one for staff assistance job orders), their phone # and e-mail address on the front cover. You will need your username and password again during this registration and every time you reenter IllinoisJobLink.com.*
- Enter a password that is easy to remember which includes letters and at least one number and a special character (!@#%&^&?+...). The password must contain 8 to 20 characters. Then confirm same password.

- Be sure to enter *your* e-mail address. This is so the system can contact you directly. If you plan on using a different e-mail address for job seekers to respond to as a reply option, you can enter that later in each job order you post.
- Select one of the 6 security questions and answer it.
- Enter your company name and in the box below you are afforded up to 1,000 characters to describe your company's business and reputation.
- Enter your company address, city, state, ZIP code as they are if your company is located **in the United States**.
- If your company is located **outside the United States**, enter the actual address and ZIP code 60603.
- Enter the name of the country from the drop down box if not the United States. If your country is not listed, select **Other** and type the name of your country in the International box below.
- International State/Province/County (e.g.: if you entered Canada as the country, you might enter Manitoba as the Province.)
- You can enter your company's Website to further showcase the details of your company information.
- Enter the number of employees from the 3 options provided for your company or institution.
- FEIN: To successfully utilize IJL, it is recommended that you have your **Federal Employer Identification Number** available for the payroll that candidates would be paid under if your company is located in the United States, and enter that nine digit number. If your company is located outside the United States, enter 00-0000004.
- State Employer ID Number or Unemployment Insurance Account Number: If your company is located in the United States, enter your State Employer Identification Number (6 or 7 figures). If your company is located outside the United States and you are looking to hire in an Illinois job location, you must call the Employer Service Center telephone number at (800) 247-4984 to apply for an Illinois State Employer Identification Number. If your company is located outside the United States and you are looking to hire outside of Illinois, enter SEIN 0000005.
- Ownership: identify your company or agency's category from the 3 options provided
- Federal Contractor: ...with the U.S. government only. Select No or Yes
- Contact information: On the next 6 lines, enter your name and job title.
- If your company is located in the United States, enter your actual phone number. Your fax number is optional. If your company is located outside the United States, enter 877-342-7533 to get you through the system. Your actual country code and phone information can be posted later in your job description and/or reply options.
- How did you hear about our services? You may select more than one option.

Then click on the Submit button on the bottom of the page.

Welcome to Illinois JobLink! page...your registration application is complete and you will receive an e-mail when your account is approved. This may take up to 72 hours. Click on the Continue button to begin preparations for using the system once your account has been reviewed and processed.

Welcome to your IllinoisJobLink.com home page!

- Click on **Create a job posting**...that will take you to the **My Active Job Postings** page.
- Click on the ***Post A New Job*** link below.

Post a Job

- What is the job title? (e.g. Economics Professor, Carpenter, Dental Hygienist). Please spell out any acronyms to ensure correct selection of O*NET codes when you get to the O*NET selection part later. It will connect you more easily to the appropriate selection for your opening,
- What date do you want this job made public? Move the cursor into the box and select today's date from the calendar. Or you may wish to enter a future start date if you are planning for an opening that requires a certain publication beginning date.
- What is the expiration date of this job? The posting defaults to 30 days, but you may wish to extend or shorten it as you wish.
- How many years of experience are required for this job? If you are looking to hire someone right out of school, you may select 0 years and 0 months.
- What education level is required...? Select from the drop down box.
- Is this position an Internship/Externship? Select one.
- Shifts. You may pick more than one.
- Are there other shift...? Select if applicable.
- Is this job part-time or full time? Select from drop down box.
- Is this job temporary or permanent? Select from drop down box.
- Average hours per week. Data enter the hours.
- Is overtime available for this job? Yes or no.
- Is this an Affirmative Action job? Yes or no.
- Is this a green job? Yes or no.
- Is there a formal program for training new employees? Yes or no.
- Is your company a Registered Apprenticeship sponsor? Not a Program yet in Illinois, so enter No and skip the registration number below.
- Is travel required for this job? Yes or no.
- Is driving an essential function of this job? Yes if a driver's license is required to perform job duties, not for getting to the job.

Go to Next Step: Build Job Description

Select Occupation

Select the occupation that best matches the duties for the job title you selected. If you cannot find the right occupation, you may want to use the back button to go back and change the job title. Selecting an occupation takes you to the Job Description.

Job Description

If you know what the salary range is for your job opening, you can enter it below. The high/low range encompasses candidates that match within that range. If you are not sure how to set up a range, click on **Market wage information** for this occupation to get an idea of what is being paid in the USA.

- Do you want to display wage (salary) information in this job posting? If you do not wish to reveal what the job pays to the job seekers, you may select no and matching job seekers will not see the amounts even though you can. But you must still enter a salary minimum and maximum below for matching purposes.
- How are wages paid for this position? Preferred: annually for salaries, hourly for wages.
- Minimum starting wage or salary. (e.g. 30000 rather than \$30,000.00)
- Maximum starting wage or salary. (e.g. 100000 rather than \$100,000.00)
- Salary other explanation. (e.g. Salary dependent on experience or DOE)
- What is the job description? You can copy and paste the specific job description portion of your job posting here. Or you can attach the entire MS Word document file using your browser below this section. When you upload a job description, only upload the text portion. Do not upload a document that has a logo or any other graphics.
- Are specific credentials required for this job? Is so, please list them here. This is where you may list certification requirements or other job requirements pertaining to languages, citizenship requirements, drug testing, technology skills, etc.

Go to Next Step: Talents

Preferred & Essential Talents, Tools and Technologies for (Your Job Title)

In the next possibly six sections, you should select all talents you would prefer the ideal candidate to have. In the next section, you will be presented with that list of preferred talents, and you should then select those talents which are essential. The two sections after that repeat the process for Tools and Technologies, depending on what the job title is. Finally you are asked to select the preferred and essential work activity talents.

Go to Next Step: Job Location

Job Location

This is a very important section, especially for non-US employers. Much of this section has already been filled out by you. But you can make changes to what you have entered in order to ensure that you are matching to candidates willing to relocate, especially if you are a non-US employer. So please be sure to follow these instructions very carefully:

- Company Name. Should already be entered.
- Company url. Should already be entered.
- Company description. Should already be entered.
- Street Address. If non-US, CHANGE TO: **33 S. State Street**
- Address Second Line. Leave blank.
- City. If non-US, CHANGE TO: **Chicago**
- State. If non-US, CHANGE TO: **Illinois**
- ZIP. If non-US, CHANGE TO: **60603**
- International State: Leave blank.
- International postal code. Leave blank

Go to Next Step: Posting Preferences

Posting Preferences

- How do you want your job to display? Public is the preferred radio button of choice in order for matching candidates to recognize your identity and possibly initiate contact for the job.
- Would you like to receive resume matches by e-mail? Although the system defaults to No, you may wish to select Yes unless you prefer to conduct your own candidate search through the system. Yes could be a time saver. And you can still conduct a search if you would like.
- What is the email address of the contact for this job? Should already show your e-mail address. However if the contact for this specific opportunity is someone other than yourself, please enter that contact's e-mail address.
- Note to yourself. Optional
- Index this on US.jobs by Direct Employer? Selecting No limits you to candidates in the IllinoisJobLink.com system. Selecting Yes opens your job to be seen by matching job seekers on additional job boards such as Monster.com, Career Builder, etc. at no cost to you.
- Do you need staff assistance with this job order? This is a pivotal question that normally deserves *careful consideration* when making your decision:

Selecting No continues your **Self Service** status which allows you basically exclusive control over your job order and allows you to edit any information whenever you wish. Job seekers can respond through your contact information preferences directly to you. You can select the type of reply options you would like to receive from interested matching job seekers provided your job is made public. You can also conduct a search for qualified candidates and save your own resume searches for qualified candidates.

Selecting Yes to **Staff Assistance** sends each individual job order for a non-defined short period of time for IDES staff to post and provide referrals for you for that particular job order. They may contact you for more information. So again, be sure you have entered your e-mail address. You can select the type of reply options you would like to receive from interested matching job seekers provided your job is made public. You can also conduct a search for qualified candidates and save your own resume searches for qualified candidates in addition to receiving referrals from IDES staff. However you lose control to make changes to your order and you cannot close your job order. Staff has to do that for you.

Go to Next Step: Additional Information

Additional Information

Select the benefits you provide for your hired employee. The rest of the questions in this section refer to Career Readiness Certification which may be left blank for the present.

Go to Next Step: Contact Information

Contact Information

This section basically provides a review of the contact information you entered earlier and wish to provide for candidates you wish to have contact you. However, if you have a designated person or special e-mail address you would like to have e-mails sent to, here is where you can begin to make those changes and select your contact options. Make sure all your information is accurate.

Under Applicant reply method, select which method(s) you would like to receive your replies through:

- Email is most preferred
- Fax: slow and leaves you wide open for a lot of paper if candidates start faxing you everything: cover letters, resumes and work samples.
- Mail: slower, but still preferred by some.
- In person: optional based on adding details to the application description box below
- Through recruiter: IDES staff assistance
- Phone contact: 2nd most preferred method of contact after e-mail.
- America's Job Center: only if you want your job posted on other job boards.
- Website: enter the URL for job seekers to apply through your Web site if you wish. Otherwise leave blank.
- Application description...miscellaneous. You could announce you are looking for matching walk-ins. You could also post the dates and times you will be conducting interviews.

Go to Next Step: Review and Post

Review and Post Job Order #_ _ _ _ _

You should review the information you entered and check spelling. Click on the Edit button to the right of each section to make any and all changes. When you get near the bottom, you can see a short display of how your job will appear in the system initially to matching candidates, and the full display when they open it. When you are completely satisfied with your entries, click on Activate this Job Posting. It normally takes up to 3 business days for your job to be posted. And you will receive an e-mail when your account is approved. This waiting period for posting jobs applies only for the first time you are posting. After approval, jobs will be posted immediately every time you go back to post new jobs.

NOTE: Once approved, Veterans have priority of service for the first 48 hours. Only Veterans and other Priority of Service Eligible Persons (veteran spouses) will be able to match and see your postings. After 48 hours, the general public will be able to match, see and interact with your posting if you have indicated it to be a Public display status.

Shortcut for Posting more jobs

At the bottom of the left hand column, click on My Job Postings. To post another job, simply go to your current job opening and click on View Options to the right. Click on the link that reads Create Similar Post. Then begin to edit each section of your previous job order beginning with the job title, talents, tools, etc. Review your changes like you did for your first job and when you are finished, click on My Job Postings in the left hand column again.

How to conduct a candidate search for a given job posting

Once you receive your e-mail confirmation of your account approval from the System Administrator, you can enter, post and conduct a candidate search anytime you wish without waiting.

WHEN YOU GO BACK INTO IllinoisJobLink.com, ENTER YOUR USER NAME AND PASSWORD FROM THE LINK AT THE TOP RIGHT OF THE PAGE. IT WILL TAKE YOU TO My Home Page.

Go to **Search Resumes** in the left hand column which will take you to Set Search Parameters:

- Classification: select the radio button you think will give you either a broad range (Any) or more specific pool of matches (All or Exact). If you are going to enter the job title and / or a number of descriptive keywords, you may wish to select Any.
- Keywords: You can enter a limited number of keywords from the job title you selected and/or keywords which describe the job overall. For instance, if the job title is an Economics Professor, you may want to enter terminology such as: Economics Finance Professor Business Macroeconomics Econometrics, etc., depending on the qualifications you wish to emphasize.
- Job Location: Again, enter your U.S. ZIP code if the location is in the USA. If the job is located in a non-US country, enter the downtown Chicago ZIP code of 60603 for the purpose of getting through the system successfully or do not enter anything for a wider range of candidates.
- Include Candidates Willing to Relocate to Above Location: This step defines global market search opportunities.
- Required Work Experience: determine minimum experience needed. If looking for students completing their degrees for example, leave default at 0 - 0.
- WorkReady! Certificates Only (not educational degrees): If candidates need to be certified, this will diminish the relevance of matching candidates that are not. NOTE: WorkReady! Is in its infancy of being populated and you may wish to modify this option as a search feature if you do not receive sufficient matches.
- Commercial Driver's License: Only if applicable to job duties.
- Type of Employment: select from the dropdown box.
- Preferred Shift: select from the dropdown box.

- Required Education: you can select more than one by holding down the control key while clicking on entries from the menu. (e.g.: Masters Degree & Ph.D.)
- Exclude Candidates Desiring Temporary Work: depends on whether you are looking to hire part-time students for example for a position that only lasts during the summer or even certain months of the year.
- Travel Required: Yes or No.

Resume Search Profiles

- Would you like to save this search? Select yes if you would like to save yourself some time for future searches. Then name your first search (e.g.: Sheet Metal – welding experience). This way you can conduct all future searches using the same saved parameters exposing new matches. Then click on the **Show Candidates** at the bottom of the page.

Your Matches

This page will show you how many matches you have and how to sort your list of matches by **Objective, Last Updated, Education or Talents**. Your matches are automatically defaulted to Last Updated. For your first search, you may wish to sort them by Objective so the most qualified candidates rise to the top. For all future searches for this particular job order, you may wish to search by Last Updated so you don't have to go back and search for new candidates among the ones you have already viewed. That way you only need to view the candidates that are dated after your first or latest search date. An American Flag next to a match indicates the individual is an Armed Forces Veteran which may help you get a tax credit provided you are an American employer.

For information on Employer Tax Credit Programs, go to www.ides.illinois.gov:

- Move the cursor over the blue Employers bar.
- Scroll down the first column and select Tax Credit Programs

To view candidate information, simply click on each blue heading next to the number of the candidate of interest to obtain and view **Resume Details, Gap Evaluation** and **Additional Information**. You can look at (and save) their resumes and contact information. You may also invite preferred candidates to contact you regarding an interview. Then return to the Resume List to repeat for each candidate. When finished with your search, Log Out at the top of the page. You may also be contacted by candidates as they too can initiate interest by e-mailing you their resumes with a cover e-mail seeking an interview opportunity, or contact you by whichever reply options you selected.

Closing your Job Order AND Recording IllinoisJobLink.com Hires and Other Outcomes

The Illinois Department of Employment Security would greatly appreciate it if you would close your self-serve job orders officially and indicate if your business hired through IJL, another source, or if no hire took place at all. To record this in the IJL system, enter your user name and password. Go to My Home Page and select My Job Postings. Click on "Inactivate" in the last column of the job you wish to close. Then select one of the following: 1. Illinois JobLink Candidate. 2. Other Candidate 3. Not filled. This exercise helps IDES and the United States Department of Labor record hiring activity for statistical purposes.

Thank you for using **IllinoisJobLink.com** for your job search and best wishes in your future hiring endeavors.